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| <br><b>Independent<br/>Verification &amp;<br/>Validation Facility</b> | <b>Training</b> | <b>IVV 18<br/>Revision: J<br/>Effective Date:<br/>March 16, 2005</b> |
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| <b>APPROVAL SIGNATURES</b>                  |                                  | <b>DATE</b> |
|---|----------------------------------|-------------|
| Gregory Blaney (original signature on file) | Management System Representative | 03/15/2005  |
|   |                                  |             |

| <b>REVISION HISTORY</b> |   |                          |                |
|-------------------------|---|--------------------------|----------------|
| Rev. No.                | Description of Change   | Author                   | Effective Date |
| Basic                   | Initial Release   | Tom Wilson<br>IT/216     | 05/22/1998     |
| A                       | Combined Ames SLP and IVV WI, Section 8.0 quality record format change                      | Tom Wilson<br>IT/216     | 08/26/1998     |
| B                       | Update to SLP contents Section 5.3 added reflecting COTR responsibilities                   | Tom Wilson<br>IT/216     | 09/17/1998     |
| C                       | Section 8.0 is modified to include the subcontractor qualification an training records      | Tom/Wilson<br>IT/216     | 10/09/1998     |
| D                       | Update to Deputy Director Terminology   | Siamak<br>Yassini IT/332 | 09/10/1999     |
| E                       | Format and Number changes; Delete Reference to Ames Research Center                         | Griggs                   | 12/06/2000     |
| F                       | Update to reflect changes in business plan, results of internal audit 2000-2                | Jackson                  | 05/04/2001     |
| G                       | Update to correct some findings documented in CAR 2001-C-76                                 | Blaney                   | 08/29/2001     |
| H                       | Update to add information on hiring competencies and process in response to CAR 2003-C-123  | Jackson                  | 03/04/2003     |
| I                       | Reflect supervisor role, new training request procedure (annual review)                     | Jackson                  | 03/30/2004     |
| J                       | Electronic training request procedure, add definition of On-The Job Training, annual review | Ozburn                   | 03/16/2005     |
|                         |   |                          |                |

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| REFERENCE DOCUMENTS |                                  |
|---------------------|----------------------------------|
| Document Number     | Document Title                   |
| NPR 1441.1          | NASA Records Retention Schedules |
| IVV 16              | Control of Quality Records       |
|                     |                                  |

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## **1.0 Purpose**

The purpose of this procedure is to record the method used by the IV&V Facility to identify training requirements, provide ongoing training, and document training completion.

## **2.0 Scope**

This procedure applies to all IV&V Civil Service personnel.

## **3.0 Definitions and Acronyms**

### **3.1 On-The-Job Training**


For the context of this procedure, On-The-Job Training (OJT) is identified as informal training that is developed and conducted on site. It usually does not involve a test or produce a training certificate. This type of training is provided to enhance knowledge, awareness and/or effectiveness. An example of this training could be regarding how to use a new payroll system, how to use a new electronic training form, how to use a new phone system, etc.

### **3.2 Position Description**

A document that describes the knowledge and skill set needed by a government employee (civil servant) to perform a specific job along with the duties and tasks performed by the person assigned to that position.

### **3.3 Performance Appraisal**

A document under the GSFC Employee Performance Communication System (EPCS) used by management to identify employee performance elements and performance standards, provide feedback to employees regarding performance, and to document identified development activities such as education, training, rotational assignments, committee participation, conferences and other work opportunities which address development goals for an employee during the next year.

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### **3.4 Training**

The process of providing knowledge and skills to individuals to increase their ability to perform their current duties or to allow them to assume future duties.

### **3.5 Facility Personnel File**

An unofficial working personnel file for Civil Service employees is maintained on-site at the IV&V Facility. It is a subset of the Official Civil Service Employee Personnel File located within the Office of Human Resources at Goddard Space Flight Center (GSFC).

### **3.6 Facility Training Plan**

A plan that is created on an annual basis that identifies training planned for each fiscal year.

### **3.7 Office of Human Resources**

A NASA organization located at GSFC that is responsible for the documentation and processing of all official personnel actions associated with the IV&V Civil Service employees.


## **4.0 Flow Chart**

Not applicable.

## **5.0 Responsibilities**

### **5.1 Director/Deputy Director**

- 5.1.1** Define position descriptions to include the skills and knowledge base required for all government positions at the Facility.
- 5.1.2** Ensure that all Civil Service employees are hired based on qualifications that meet the requirements specified by the job description for each position in conjunction with the GSFC Office of Human Resources.

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5.1.3 Ensure that resources are provided for obtaining training.

## 5.2 Supervisor

5.2.1 Evaluate annually the skills and knowledge base of each employee in relationship with the position held or potential positions.

5.2.2 Document any required or recommended development activities for each individual in their annual Performance Appraisal/Individual Development Plan.

## 5.3 Facility Administrative Staff

5.3.1 Develop and maintain annual training request/approval plan.

## 5.4 Facility Administrative Assistant

5.4.1 Establish a training section in each Facility Personnel File for every NASA civil servant employed at the IV&V Facility.

5.4.2 Maintain job position descriptions and records of completion of formal training and on-the-job training as quality records in each employee's Facility Personnel File.

## 5.5 GSFC Office of Human Resources (OHR)


5.5.1 Advise and consult with the IV&V Facility on staffing and placement, classification, compensation, employee relations, and performance management.

5.5.2 Determine the competency of an individual for hiring consideration (certification) to a civil service position at the IV&V Facility based on the specific position description developed.

5.5.3 Maintain all records pertaining to the certification of hiring candidates.


## 6.0 Procedures

This procedure is relative to training activities after a person becomes a NASA Civil Servant. The GSFC OHR is responsible for certifying all government position descriptions and then evaluating and certifying applicants against the requirements of the position description. Therefore, GSFC OHR originally

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ensures each employee is qualified for the position in which they are hired. This procedure is applicable to continuing or position enhancing training opportunities or requirements.

- 6.1 The Supervisor, together with the employee, at the discretion of the employee, may develop an annual training/development plan. The Supervisor will document this plan as part of the employee Performance Appraisal. The plan will be filed in the employee's personnel folder by the Administrative Staff.
- 6.2 The Facility Administrative Assistant will develop and maintain an annual Facility training plan to include known requests and approvals my management. This plan will be updated as training requests are received and/or approved.
- 6.3 Each employee is responsible for identifying and submitting an electronic application for formal training to their supervisor located at <http://business.ivv.nasa.gov/rmo/business.asp>.
- 6.4 Employees should review the training request spreadsheet located at: S:\NASA Shared\NASA Admin - Simmons\Training\20XX\XX Training Requests.xls. If the course the employee is requesting is not listed, email the course name, date, cost and travel cost associated with the training to Facility Administrative Assistant who will update the Facility training plan spreadsheet.
- 6.5 If the training is a NASA Academy of Program and Project leadership (APPL) Course or a NASA Engineering Training (NET), employee should complete the APPL and NET Participant Nomination Form located at <http://ohr.gsfc.nasa.gov/forms/Ohr/AAPL.pdf>. Employee should fill out sections I and II of the electronic form and forward it to his/her supervisor. If the total cost of the course exceeds \$2500 (not including books for center-funded academic programs), then include a sole source justification which can be found at <http://ohr.gsfc.nasa.gov/DevGuide/forms.htm>. If the course is held at the Greenbelt campus of GSFC, do not complete items 9-13.
- 6.6 Supervisor should review the training request and review the Facility training plan spreadsheet. If training is approved, the supervisor will press


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the approval button within the electronic form. At this time, the approved training form will be attached to an e-mail which will be sent to GSFC Training Office for processing. In addition, the initiator, Facility Administrative Staff, and Administrative Assistant will receive an e-mail notification when a training form is approved or denied. The training form can be viewed and printed in the following location <http://business.ivv.nasa.gov/rmo/business.asp>.

- 6.7** The GSFC Office of Human Resources will complete the registration and purchase process.
- 6.8** Resource Management office will capture the training planned cost versus actual cost and provide the information in the monthly budget review.
- 6.9** After completion of the training or development activity, the employee shall provide to the administrative staff a copy of the certificate of completion, or other evidence of completion to be filed in the employee's Facility personnel file as a quality record.
- 6.10** Occasionally, Facility Management may declare training developed and conducted on site as on-the-job training. Each employee's manager shall document who attended any on-the-job training by an attendance list. A copy of this attendance list will be placed in the employee's Facility personnel file as a quality record.

## **7.0 Metrics**

This section is not applicable to this SLP.

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## 8.0 Records

The following records will be generated and filed by the Facility administrative staff in accordance with IVV 16 and NPR 1441.1, NASA Records Retention Schedules.

| Document Name and Identification Number | User Responsible for Record Retention | Retention Requirement | Location                            |
|---|---------------------------------------|-----------------------|-------------------------------------|
| Position Description<br>NASA Form 692   | Administrative Staff                  | Permanent             | Employee Facility<br>Personnel File |
| Performance<br>Appraisal                | Administrative Staff                  | Permanent             | Employee Facility<br>Personnel File |
| Certificate of training<br>completion   | Administrative Staff                  | Permanent             | Employee Facility<br>Personnel File |
| On-The-Job training<br>record           | Administrative Staff                  | Permanent             | Employee Facility<br>Personnel File |